
From: Shyu, Maggy
Sent: Monday, August 28, 2017 9:12 AM
To: Ragon, Derek
Cc: Nelson, Thomas; Townsend, MarkS
Subject: RE: Incident mailboxes

Derek:

The following 15 shared mailboxes are created, if you need us to add more members to those mailboxes, let me or Mark Townsend know.

R6HarveyIC@epa.gov (Martin.John@epa.gov; Moore.Gary@epa.gov)
R6HarveyLSC@epa.gov (Bokun.Lisa@epa.gov; Weece.Adam@epa.gov; Paisley.Eric@epa.gov;
Ragon.derek@epa.gov; Johnson.williamG2@epa.gov)
R6HarveyLO@epa.gov
R6HarveyDOCL@epa.gov
R6HarveyREOC@epa.gov
R6HarveyRICT@epa.gov
R6HarveyOPS@epa.gov (Brescia.nicolas@epa.gov)
R6HarveyFSC@epa.gov (John Spelman.John@epa.gov; Chandler.Heather@epa.gov)
R6HarveySO@epa.gov (Brosowski.George@epa.gov)
R6HarveyENVL@epa.gov (Rauscher.Jon@epa.gov)
R6HarveyPSC@epa.gov
R6HarveyCIC@epa.gov
R6HarveySITL@epa.gov
R6HarveyPIO@epa.gov
R6HarveyRESL@epa.gov

Thank you.
Maggy

From: Ragon, Derek
Sent: Friday, August 25, 2017 1:10 PM
To: Shyu, Maggy
Cc: Nelson, Thomas
Subject: RE: Incident mailboxes

Maggy,

Below is my list (in red) As indicated, this is preliminary and will undoubtedly change. I will coordinate any changes we require including (hopefully!!!!) designating who I am authorizing to respond to you on this topic as the incident unfolds.

Again, please call if you need any clarification.

Thanks!

Derek

P. Derek Ragon
SF Information/Logistics Manager
USEPA R6 Dallas, TX 75202
ofc: (214) 665-7362
mob: (214) 463-9041

From: Shyu, Maggy
Sent: Friday, August 25, 2017 9:40 AM
To: Ragon, Derek <Ragon.Derek@epa.gov>
Cc: Nelson, Thomas <Nelson.Thomas@epa.gov>
Subject: RE: Incident mailboxes

Derek:

It is me, I am the regional POC for Outlook.

I think you want to create a "shared mailbox", right? If you submit the following information, I will coordinate to create a shared mailbox for you.

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1. **Full name of the shared mailbox** (how it appears in the address list) Email Address will be:
(ex. R6_name@epa.gov):

[R6 Harvey IC@epa.gov](mailto:R6_Harvey_IC@epa.gov)
[R6 Harvey OPS@epa.gov](mailto:R6_Harvey_OPS@epa.gov)
[R6 Harvey PSC@epa.gov](mailto:R6_Harvey_PSC@epa.gov)
[R6 Harvey LSC@epa.gov](mailto:R6_Harvey_LSC@epa.gov)
[R6 Harvey FSC@epa.gov](mailto:R6_Harvey_FSC@epa.gov)
[R6 Harvey CIC@epa.gov](mailto:R6_Harvey_CIC@epa.gov)
[R6 Harvey SITL@epa.gov](mailto:R6_Harvey_SITL@epa.gov)
[R6 Harvey PIO@epa.gov](mailto:R6_Harvey_PIO@epa.gov)
[R6 Harvey RESL@epa.gov](mailto:R6_Harvey_RESL@epa.gov)
[R6 Harvey LO@epa.gov](mailto:R6_Harvey_LO@epa.gov)
[R6 Harvey SO@epa.gov](mailto:R6_Harvey_SO@epa.gov)
[R6 Harvey DOCL@epa.gov](mailto:R6_Harvey_DOCL@epa.gov)
[R6 Harvey ENVL@epa.gov](mailto:R6_Harvey_ENVL@epa.gov)
[R6 Harvey REOC@epa.gov](mailto:R6_Harvey_REOC@epa.gov)
[R6 Harvey RICT@epa.gov](mailto:R6_Harvey_RICT@epa.gov)

If spaces need to be removed from the above names, that's OK, please just let me know so that we use proper syntax.

2. **Owner of the shared mailbox** (go to person for help on mailbox and grants access to others):

For now, me for all of them. This will be updated as soon as I can identify who will be assisting me.

3. **Division/Program Office the shared mailbox owner works for:**
(ex. Superfund)

All will be Superfund Division

4. **Alternate Owner** (same as above):

TBD

5. **Members** (allowed access to the shared mailbox):

Will provide a better list as soon as possible. The following are known now: OPS – Nick Brescia; IC – John Martin, Gary Moore; LSC – Lisa Bokun, Adam Weece, Eric Paisley, Derek Ragon, WilliamG2 Johnson; FSC – John Spelman , Heather Chandler; SO – George Brosowski; ENVL – Jon Rauscher;

6. **Reason for shared mailbox:**

Standing up Incident Management Team (IMT) for Hurricane Harvey response

7. **Internal or External Routing** (EPA mail only or external mail routing too):

For now internal. Some boxes will definitely need external, but I need to confirm which ones. For now, RICT, IC, REOC, LO and LSC and DOCL should have external. I will update this as I can.

8. **Name of your Division:**

Superfund

Thank you.
Maggy

From: Ragon, Derek
Sent: Friday, August 25, 2017 8:42 AM
To: Nelson, Thomas <Nelson.Thomas@epa.gov>; Shyu, Maggy <Shyu.Maggy@epa.gov>
Subject: Incident mailboxes

Tom/Maggy,

Not sure who is over Outlook these days. My question is what level of capability do we have, in Outlook, to create Incident Mailboxes the way we did in years past using Notes. I've gotten conflicting information in the past, so I thought it best to ask you. Appreciate your pointing me in the right direction.

Thanks,

Derek

P. Derek Ragon
SF Information/Logistics Manager

USEPA R6 Dallas, TX 75202

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